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May 1954

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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 7 May 1954

1. General

25X1A1d

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2. Projects and Studies

a. Requirements Forecasts, FY-55 and FY-56 - (continued item)

Requirements forecasts have been received from NDA Division, FB Division (TSS portion) and the operational portion [REDACTED]. Forecasts still have not been received from EE, SE, SR, WE and WH Divisions. DD/P-Admin has advised that remaining delinquent forecasts should be forwarded to the Logistics Office prior to 14 May 1954, except for SE and EE Divisions whose requirements have not been received from [REDACTED].

25X1A

3. Administration

25X9

a. Personnel Report - (continued item)

25X9

The on-duty strength for the week ending 5 May 1954 was [REDACTED]

b. Classification Survey - (continued item)

Classification survey team members commenced desk audits within the various components of the Logistics Office. This phase is scheduled to continue until approximately 3 June 1954.

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 Declassified  
Class. Changed to TS S C  
Date: 10-18-78 By: SC

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c. Logistics Support Course - (continued item)

Seventeen (17) students have been enrolled for the Third Logistics Support Course commencing 10 May 1954. Seven (7) students are from the DU/P area, one (1) from the Medical Office, and nine (9) from the Logistics Office.

4. Transportation Division

a. Vehicular Support - (continued item)

Office of the General Counsel has advised that the use of Government vehicles for the transportation of employees from their places of duty to a commercial terminal after normal business hours is not legally permissible. Accordingly, this service will be discontinued and an Agency notice in this connection is being prepared for issue.

## 5. Supply Division

a. **Depot - (continued item)**

Work has been completed on the truck shed, dock, and paved outside storage area and has been accepted by the Agency. A contract has been awarded for the installation of lighting in the bin area.

b. Stock Nomenclature Cards - (new and completed items)

Federal Item Identification Numbers and Nomenclatures have been placed on IBM cards for approximately 22,000 items. IBM cards for these items have been reproduced for transmittal to the Okinawa Machine Records Unit for use in connection with stock status reporting.

## 6. Procurement Division

A5b1

#### 7. Real Estate and Construction Division

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a. **Construction - (continued) item 1**

25X1A6a

A letter has been prepared [REDACTED] requesting that additional funds in the amount of [REDACTED] be furnished for the procurement of [REDACTED] and other collateral equipment.

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8. Printing and Reproduction Division

a. Enlargement of Motion Picture Facilities - (new item)

Action has been initiated to enlarge the facilities of the Printing and Reproduction Plant in order to provide the capability of reproducing motion picture film, with both picture and sound portions. When completed, these facilities will eliminate the necessity of using outside commercial concerns for the duplication of motion picture film.

/s/

JAMES A. GARRISON  
Chief of Logistics

*APL* LO/TR&P/JAS:mk (7 May 1954)

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